

# Miscellaneous Student Fees

## Establishment and Review

### MISCELLANEOUS STUDENT FEE REQUEST

The following information is required to be submitted to the Miscellaneous Student Fee Advisory Committee for the establishment of a new Miscellaneous Student Fee or adjustment of an existing Miscellaneous Student Fee:

Department/Division: \_\_\_\_\_

Requesting Unit: \_\_\_\_\_

Department Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

1. Which of the following does this request concern? (Please select one)

- Proposal of a new Miscellaneous Student Fee
- Increase to an existing Miscellaneous Student Fee
- Decrease to an existing Miscellaneous Student Fee

2. Provide a description of the basis for the proposed or increased fee, including explanation of the related service or activity.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What is the amount of the proposed fee? \_\_\_\_\_

4. Explain how the proposed fee amount is derived, including explanation of all expenses to be covered by the fee revenues. Attach additional detail or supporting calculations as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If this request is for a new fee, explain how the related expenses have been paid in prior years. If the service or activity did not exist in prior years, explain why it is now considered necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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6. If this request is to change an existing fee, explain the history of the fee amount and related service or activity. Describe the impact of the proposed change to the student users.

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7. Include approval by the appropriate Dean or head of your division.

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Approval: Name

Title

Date